



## Community Planning and Environmental Services

Advance Planning Department

Historic Preservation Office  
PO Box 580  
Fort Collins, CO 80522-0580  
970-221-6376

# Design Assistance Program Application and Agreement

Date: \_\_\_\_\_

---

### SUBMITTAL INFORMATION

The following items must accompany this application (if applicable):

1. Basic sketch of the proposed project
2. Photographs showing details of each issue
3. Proposed budget for the project
4. Proposed timetable for project completion

---

### APPLICANT AND OWNER INFORMATION

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one:  Owner  Tenant Email: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner's Mailing Address: \_\_\_\_\_

---

### LOCATION

Address: \_\_\_\_\_

Name of Local Landmark: \_\_\_\_\_

---

### PROJECT DESCRIPTION

The applicant listed above is applying to the City of Fort Collins, Advance Planning Department, for the Historic Design Service of a pre-qualified design consultant for the project described below: (attach a separate sheet if needed)

---

---

---

---

---

---

---

---

---

---

---

### ASSISTANCE REQUESTED/ALLOTTED FUNDING

Sign (\$250 maximum)  Minor Rehab (\$600 maximum)

Awning (\$250 maximum)  Major Rehab (\$900 maximum)

Color Selection (\$250 maximum)

---

**REQUIREMENTS**

- Don't begin design review work with a design professional until this application has been signed by a City of Fort Collins authorized personnel from the Advance Planning Department. Only then is this funding assured.
- Project funds are on a yearly "first come, first served" basis as long as program-designated funds are available.
- The fees for the design services will be paid to ONLY the **pre-qualified design consultant** by the City of Fort Collins in accordance with this agreement.
- Payment will be made after the receipt of a reproducible mylar (24' x 36" maximum) of the design materials and a copy of the bill for the design services.
- Only one application for assistance per property per year will be accepted.
- Maximum amount awarded is \$900 per property per year.
- The property owner agrees to obtain all the requisite design approval by the Landmark Preservation Commission (LPC) and building permits prior to starting on the project as described.

---

*Property Owner's Signature*

---

*Design Consultant Signature*

---

*Date*

---

*Date*

**FOR OFFICE USE ONLY**

Approved      Amount Approved \$ \_\_\_\_\_      For: \_\_\_\_\_  
Design Consultant Selected: \_\_\_\_\_

Denied

---

*City Authorized Signature*

---

*Date*

***Funding is not assured without City-Authorized Signature!***